

REQUEST FOR DOCUMENT IMAGING IMPLEMENTATION



Arizona State Library, Archives and Public Records
RECORDS MANAGEMENT DIVISION
 1919 West Jefferson Street, Phoenix, Arizona 85009
 Phone: 602-542-3741 ● Fax: 602-542-3890 ● E-mail: rmd@lib.az.us

| | | | | | |
|---|-----------------------|---|---|---|-----------------------------|
| Authorized pursuant to A.R.S. §41-1348 (Violation of this statute is a misdemeanor crime.) | | New req. <input type="checkbox"/> | Revised <input type="checkbox"/> | Date Submitted | |
| State Agency <input type="checkbox"/> | Political Subdivision | Agency Name | | | |
| Org. Unit/Division | | Office | | Phone | |
| Address | | City | | AZ | Zip |
| Submitted By (Name) | | Title | | Signature X | |
| DESCRIPTION OF RECORDS TO BE IMAGED: (Include record series name as it appears on the retention and disposition schedule and list various documents included in the series.) | | | | | |
| Record Series | | | | | Retention (yrs.) |
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| MICROFILM/FILM-BASED IMAGING (Briefly describe the filming application in the "Comments" area of this request.) | | | <input type="checkbox"/> | ELECTRONIC/DIGITAL IMAGING (Complete the balance of this request.) | |
| STUDIES PERFORMED: | | | <input type="checkbox"/> Feasibility (attach copy) <input type="checkbox"/> Cost/Benefit (attach copy) <input type="checkbox"/> P.I. J. (attach copy) | | |
| LIST HARDWARE BELOW: | | | LIST SOFTWARE BELOW: | | |
| | | | | | |
| MIGRATION/EXIT PLAN FOR LONG TERM RECORDS (Retention of 10 years or more) | | | | | |
| <input type="checkbox"/> Migration/Exit Plan Adopted | | <input type="checkbox"/> 5% – 10% System Cost annually Budgeted | | <input type="checkbox"/> Vendor Source Code in Escrow | |
| IMAGING SYSTEM HAS ABILITY TO COMPLETELY PURGE/DESTROY/EXPUNGE OBSOLETE RECORDS (IMAGES). | | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| OPEN SYSTEM ARCHITECTURE | | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| NONPROPRIETARY HARDWARE AND SOFTWARE | | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| IMAGE FORMAT | | <input type="checkbox"/> TIFF with Std. Headers <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Other: | | | |
| IMAGE RESOLUTION | | <input type="checkbox"/> 200 dpi <input type="checkbox"/> 300 dpi <input type="checkbox"/> 400 dpi <input type="checkbox"/> Other: | | <input type="checkbox"/> Bimodal <input type="checkbox"/> Grayscale | |
| INDEXING | | <input type="checkbox"/> O.C.R. <input type="checkbox"/> Manual <input type="checkbox"/> Number of fields: | | BACKUP MEDIA: | |
| COMMENTS: | | | | | |
| | | | | | |
| Approved by: | | | | Approval Date | |
| Director, Arizona State Library, Archives and Public Records | | | | Expires on (Approval date + 5 years) | |